



Evergreen Indiana Circulation Policy

Members of the Evergreen Indiana Library Consortium will operate under uniform circulation policies and procedures. This is a condition of participation in the consortium pursuant to the Evergreen Indiana Membership Agreement and the Evergreen Indiana Executive Committee.

The vision of the Evergreen Indiana Library Consortium includes as a fundamental tenet the ability of library patrons to see and borrow library materials from all participating Evergreen Indiana Libraries. This goal of maximum access for patrons is tempered by the nature of the materials themselves and the logistics of moving materials among the libraries. Member libraries have agreed that Evergreen Indiana membership will not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

The Evergreen Indiana Circulation Policy is implemented by the Evergreen Indiana Circulation Procedures. The Evergreen Indiana Circulation Policy and the Evergreen Indiana Circulation Procedures represent the decisions of the Executive Committee. Some policies and procedures may remain under local control, varying with the specific situation of each library, library district or library system.

Issuing a Library Card

An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. Patrons of the Evergreen Indiana Consortium libraries shall receive an Evergreen Indiana library card subject to certain limitations (see *below*, Loss of Privileges). Evergreen Indiana library cards are not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

Applicants for an Evergreen Indiana library card must present the required approved identification in person at the Evergreen Indiana library that will issue the library card.

Signing an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials.

A parent or legal guardian showing proper identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a parent or guardian.

Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, dvds and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A parent or guardian may request a "limited access" card which prevents the user from checking out "r-rated" av materials.

Proper identification must be presented to apply for an Evergreen Indiana library card. Proper identification is a photo ID (valid Indiana Driver's License or Indiana State ID) which lists a current local address.

If the presented photo ID does not have a current address, the applicant must present one item from the Approved List in addition to the photo ID.

Approved ID includes:

- valid Indiana driver's license,
- valid Indiana State ID,
- valid voter registration card,
- valid current government issued ID (e.g., military ID, passport),
- recent bank statement,
- a recent utility bill or
- tax receipt.

The charge for a replacement Evergreen Indiana library card is two dollars (\$2.00). Proper identification must be presented to obtain a replacement library card.

Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

Borrowing Privileges

A patron must present a card in good standing to borrow materials.

In most cases, a maximum of 100 items may be charged simultaneously on an Evergreen Indiana library card. There is a maximum limit of 10 DVDs, 10 videos, 6 art and 1 gaming software items per Evergreen Indiana library card. The 100 item, 10 DVDs, 10 videos, 6 art and 1 gaming software limits are calculated at the consortium level and not at the library level.

If a patron *forgets their Evergreen Indiana card*, they should:

- Return to the library after retrieving their library card (in this instance, materials may be held for a limited time pending the patron's return).
- Purchase a replacement library card for two dollars (\$2). (See procedures above for issuing replacement library card.)

Loss of Privileges

A patron's access to materials may be limited due to overdue materials or fines and fees. A patron's card will be blocked, and no services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level. A patron may also be "barred" if circumstances warrant.

Renewals

Renewal requests may be made in person, online or by phone. Patrons may also renew their items via the OPAC "*My Account*" feature.

Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.

Fines/Fees

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines and fees as an encouragement for the timely return of materials by their due dates. Overdue materials incur fines of 25¢ per day per item with a \$10.00 fine cap per item.

Overdue Notices

Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

Patrons who provide an email address will receive an email notice three days before their materials are due and an email notice on the day their materials are due.

Notices of overdue items will also be sent via email and U.S. First Class mail 14 and 28 days after the due date. A final notice, which declares the items “LOST” and assesses the replacement cost of the overdue materials and related costs, including collection costs and a \$10.00 per item processing fee, will be sent via U.S. First Class mail 45 days after the due date.

Paying Fines/Fees

Evergreen Indiana library fines and fees shall be paid at the billing library. Patrons may pay all or a portion of overdue fines. A patron’s record will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges.

Lost Items

A patron may inform library staff that an item is “LOST.” The price of the item, plus a processing fee of \$10.00 per item, will be assessed to the patron’s card.

Some Evergreen Indiana Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services will be added to the patron’s record.

Recovering Lost Items and Refunding Payment

No refund will be given to a patron for a “Lost” item for which a patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

Holds and Intra-Evergreen Indiana Lending

Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

Patrons may have 20 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana loans on the following item categories:

- Art
- Audio books
- Bestsellers
- New Books
- CDs
- DVDs
- ILL
- Equipment
- Media
- Realia
- Reference
- Software
- Software - Gaming
- Talking Book
- Videocassettes

Although holds may not be placed on the above materials by a non-local patron, these items *may* be borrowed by any Evergreen Indiana library card holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library.

In addition, a library may place a six-month age protection for new items. This means that no holds that would generate Intra-Evergreen Indiana loans may be placed on new items until the owning library has held such item in its collection for six months. Local patrons may place holds on such items.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana cards are “blocked” or “barred” will not be allowed to place holds until their card privileges are restored.

My Account

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana Library, upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

At their first use of the *My Account* feature of the OPAC, patrons will be prompted to change the PIN to a minimum 7-character password. Patrons may also choose to select a user name to use in place of the library card barcode when accessing *My Account*. User names must be unique within the Evergreen Indiana system. Patrons may change user name, password, and email address with *My Account* at any time.

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